

**FINANCE & GENERAL PURPOSES COMMITTEE
Minutes**

15th September 2015 at 6.50pm

1. APOLOGIES

Cllrs Lumley, Dowdall, Smith, Mrs Tolman and Williams.

PRESENT

Cllr Tagg (in the Chair), Cllr Denley, Cllr Mrs. Coakley, Cllr Mrs. S Tolman, Cllr Mrs Gold, Cllr Harriman and Cllr Gist

MEMBERS OF THE PUBLIC: 0

OFFICER: Helen Dowdall (Clerk)

2. MINUTES

The Minutes of the meeting of 18th August 2015 were approved as a correct record of the proceedings and duly signed.

3. MATTERS ARISING - None

4. DISCLOSURES OF INTEREST- NONE

5. FINANCE

a) Approval of payments

It was proposed by Cllr Gist seconded Cllr Denley and agreed to approve the following payments:

Payments for approval 15th September 2015

OS	DD	Allstar	Fuel	96.71	19.32	116.03
TH	DD	Opus Energy	TH electricity	282.83	56.57	339.40
TH	DD	British Gas	Unit 11 electricity	62.79	3.13	65.92
FGP	9470	Filmbank	Children's film	133.00	26.60	159.60
OS	9471	Cormac Solutions	August hire charge	47.97	9.59	57.56
OS	9472	Tavistock Woodlands	Timber	232.93	46.59	279.52
OS/TH	9473	Cory	Waste collection	178.11	35.62	213.73
FGP	9474	SeaDog IT	Maintenance/hosting	35.38	7.07	42.45
FGP	9475	Memory Cafe	Replacement cheque	185.00		185.00
FGP	9476	St Mary's Church	Unilateral undertaking	3,000.00		3,000.00
TH	9477	Chris Leach	Tile repair in toilets	45.00		45.00

OS/TH	9478	Trewarthas	Misc	166.95	33.39	200.34
OS/TH	9479	GB Tool Hire	Misc	406.63	81.33	487.96
OS	9480	Cormac Solutions	Repairs to Kubota	679.66	135.93	815.59
FGP	9481	SeaDog IT	Digital newsletter	135.00		135.00
OS	9482	Fenland Leisure	Cableway Trolley	132.00	26.40	158.40
				5,819.96	481.54	6,301.50

b) Budget Monitoring – The Clerk went through the current financial position for this Committee. **Noted.**

The Chair went on to discuss the balance on the Council Tax Support Grant* and invited Members to consider how this might be committed and earmarked, with due thought for the completion of existing projects. **Noted.**

*** £5,000 has been committed to date for the Festive Lights, which are hoping to be installed before Honey Fair (as reported by Cllr Gist).**

6. FOR DECISION – To discuss the Community Chest and going forward:

- a) No comments or concerns raised by staff on the filmshow. All is going well.
- b) Cllr Mrs Gold reminded everyone about the forthcoming Halloween Disco. Support has been requested from the Lions Club but more help would be welcomed please, particularly in the kitchen.
- c) Support is also requested in the kitchen for the forthcoming Honey Fair bingo.

Noted.

7. FOR DECISION - To receive any updates on the Community Emergency Plan and the Business Continuity Plan (including the idea of a metal box outside on the hall wall).

The Chair led a discussion on the suggestions acquired from the Risk Management Training, such as the box on the wall initiative, and a debate then followed on the need for a simple but efficient plan rather than an over complex procedure.

Resolved. It was proposed by Cllr Gist seconded by Cllr Denley for the Clerk to proceed with a grant application to Cornwall Council, albeit to guide a professional on enhancing our established plan and/or the purchase of emergency plan equipment, namely blankets, torches. The

matter would be put as a standard item each May, following the Portreeve Choosing.

8. FOR DECISION – To receive feedback from the recent Insurance & Risk Management training and recommendations on updates regarding policies and procedures, following the Risk Management Training.

Staff have been through the training and suggest a review is completed for a number of policies and procedures, such as training, sickness, staff suggestions encouraged and recognized, incident logs, risk assessment sheets and monitoring check sheets.

Resolved. It was proposed by Cllr Gist seconded by Cllr Denley and agreed for the Clerk to proceed with the recommendations in consultation with the Portreeve and relevant Chair.

9. FOR DECISION – To receive recommendations on financial procedures and ways to develop the procurement process

The Clerk in consultation with the Chair and Vice have done a preliminary review of the current procurement procedures and gave suggestions on enhancing them, namely to amend the level for acquiring quotes and to reiterate the committee procedure for setting budgets and approving expenditure.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Coakley and agreed to receive the recommendations and include them in the annual review which will be completed before the end of the municipal year.

10. FOR INFORMATION – Update on the Library and One Stop Shop consultation.

The Portreeve and Clerk have meetings scheduled with senior officers at Cornwall Council, at the end of this month. In preparation for these meetings a debate was had on the appetite to accommodate such service provisions by the Town Council. **Noted.**

11. FOR INFORMATION - Update on the ECCABI business breakfast

The Chair reminded everyone about this event on the 25th September. **Noted.**

12. FOR DECISION – To receive a grant application to support a Big Breakfast event.

A sponsor has since come forward to support the event on the 31st October and a debate was had regarding assistance for an event on the 7th November.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Coakley and agreed to take no further action on this matter.

13. ANY OTHER BUSINESS – To consider any other urgent items, at the discretion of the Chair

- a) Cllr Gist reported that the Town Clock will be having its service tomorrow.
- b) Cllr Long explained the forthcoming Twinning Event in Barsbittel. Whilst there may be an initial outlay by the Town Council this will be reimbursed by Barsbittel, as their gift.

There being no further business the meeting was closed at 7.47pm.